

**2023 CFEB ROCKY MOUNTAIN EAGLE AWARDS**  
**Federal Employee Awards Ceremony**



**CRITERIA**

**NUMBER OF AWARDS:** Eight (8) Non-Monetary Awards

**CATEGORIES:**

- 1. Lifetime Service Award.** Outstanding achievement by an employee, regardless of grade or series who has completed more than 20 years of service in Federal Government (whether or not the employee served them in their current agency or other federal agencies).
- 2. Local Agency/Field Office Director of the Year** (formerly called the Executive of the Year). Outstanding achievement by a local agency/field office director, who demonstrably links supervisory leadership to outstanding group performance and achievement of the agency's mission.
- 3. Supervisor of the Year.** Outstanding performance by a supervisor, regardless of grade or series.
- 4. Employee of the Year.** Outstanding performance by any employee, regardless of grade or series, who had more than 18 months of service as of 12/31/2022.
- 5. Newcomer of the Year** (formerly called the Rookie of the Year). Outstanding performance by a new employee, regardless of grade or series, who had less than 18 months of federal service as of 12/31/2022.
- 6. Outstanding Customer Service.** Outstanding achievement by an employee, regardless of grade or series, who exemplifies the attributes of internal and/or external customer service to which all Federal employees should strive to attain.
- 7. Special Project or Achievement** (Individual or Team). Outstanding achievement by an individual or team, regardless of grade or series, leading to a significant project, program, or scientific accomplishment toward achieving the agency mission. **Max 10 members**
- 8. COVID 19 Pandemic Award.** Outstanding achievement or accomplishment by an individual or team, regardless of grade or series that made a significant impact and/or contribution to your organization or the federal community at large during the COVID 19 Pandemic from March 20, 2020 – December 31, 2022. **Max 10 members**

**PERFORMANCE PERIOD:** These awards recognize on the job performance from January 1 – December 31, 2022. Exception is the COVID 19 Pandemic Award period listed on the award.

**NOMINATION PERIOD:** March 14 – April 14, 2023 (Deadline is 5:00 pm MST)

**AWARD CEREMONY:** May 11, 2023 | 2:00 – 4:00 pm MST | Citizenship & Immigration Services Ceremony Room, 12484 E. Weaver Place, Centennial, CO

**WHO CAN NOMINATE:**

- ✚ Anyone can prepare a nomination providing that they have first-hand knowledge of the nominee and the nominee’s duties, and the nomination must be APPROVED by the Local Agency Director or Field Office Director.
- ✚ Self-nominations are not accepted.
- ✚ One nomination per agency or Field Office, per category, multiple entries will result in disqualification of one nominee.
- ✚ All nominations must be approved and authorized by the Local Agency Director or Field Office Director.

**ELIGIBILITY:** Previous winners are NOT ELIGIBLE.

**Nominees must be:**

- ✚ A full time Federal employee working for a Federal Agency or Field Office located in the State of Colorado at the time the award is presented or working in a regional office that is headquartered in the State of Colorado.
- ✚ Stationed in Colorado, if military.

**SELECTION PROCESS:** The Selection Committee is comprised of members of the Colorado Federal Executive Board (CFEB) Executive Committee and selected volunteers (persons selected as volunteers are NOT federal employees who have been nominated in their category for the year 2022.

- ✚ The selections will be based on an assessment of the scope, impact, and outcomes of the nominee’s contributions.
- ✚ The winners, nominators, supervisors & Agency/Field Office Directors will be notified by April 28, 2023.

**INSTRUCTIONS:**

- ✚ One nomination per nominee.
- ✚ Nominations must be completed online by 5:00 pm (MST), 4/14/2023.
- ✚ We recommend that you read the following nomination information carefully and gather all the information you will need before starting the online nomination.
- ✚ Once you start the online nomination, you can’t save it and come back later to finish.

## **NOMINATION INFORMATION:**

You will need the following information to complete the online nomination.

### **NOMINEE**

- + **NAME**
- + **TITLE**
- + **AGENCY / ADDRESS / CITY / STATE / ZIP**
- + **PHONE**
- + **EMAIL** | If you do not want the nominee to know, then put the nominee's email in with the nominee's supervisor.

### **NOMINEE'S SUPERVISOR**

- + **NAME**
- + **TITLE**
- + **AGENCY / ADDRESS / CITY / STATE / ZIP**
- + **PHONE**
- + **EMAIL**

### **AGENCY/FIELD OFFICE DIRECTOR AUTHORIZING & SUBMITTING THE NOMINATION**

- + **NAME**
- + **TITLE**
- + **AGENCY / ADDRESS / CITY / STATE / ZIP**
- + **PHONE**
- + **EMAIL**

\*You will need the following information for each team member:

- + **NAME**
- + **TITLE**
- + **PHONE**
- + **EMAIL**

### **NOMINATION QUESTIONS (Maximum 250 words per question)**

- + List nominee's specific achievements that resulted in significant positive outcomes for the agency.
- + Describe the scope and impact of the nominee's contribution (quantify where possible).
- + What leadership qualities does the individual or team possess that inspires others within your agency?